

Strategic Planning Committee

April 10, 2007
10 a.m. – Noon
Tuckahoe Library

Meeting called by: Renee Fleming Mills & Diana Hutchens **Type of meeting:** Goal 5 committee meeting

Facilitator: **Note taker:** Shirley Terry

Handouts: 11.16.06 Minutes; Governor's Management Scorecard; JLARC 2005 Study

Attendees:

Renee Fleming Mills, Zandra Relaford, Charles Knighton, Carolynne Stevens, Diana Hutchens, Sharon Fisher, Claudette Henderson.

Meeting Summary

Agenda item: Welcome & Introductions **Presenter:** Diana Hutchens

Discussion: All were welcomed to the meeting & introductions were made.

Agenda item: Introduction of Zandra Relaford, DSS Strategic Planner **Presenter:** Zandra Relaford

Discussion: Council on Virginia's Future & JLARC Recommendations

Zandra provided committee members with handouts and information on the Governor's 2007 Management Scorecard & Objectives with a brief explanation of how it relates to HR performance management. This will be the 1st area to be reviewed & measured.

Information regarding JLARC'S 2005 Study was handed out & a brief explanation was provided.

Conclusions: Provided background information and educated committee members.

Action items	Person responsible	Deadline
✓ None	N/A	N/A

Agenda item: Discussion of Revised Strategies & Measures **Presenter:** Committee Members

Discussion:

The committee revisited the Goal Statement to ensure it meets the committee's purpose and also reviewed the objectives. Discussion centered on appropriate wordage, standards for measurement, definition of "exceptional", and timelines. Several suggestions were made and discussed, but none were finalized.

Conclusions: Per suggestion, it was decided that upon receipt of a template and information regarding the proper formation of information that committee members will review the information and bring any suggestions to the next meeting.

Action items	Person responsible	Deadline
✓ Provide template of Goal, Strategies, Objectives,& Measures	Zandra Relaford	Prior to Meeting
✓ Provide standard format for Goal, Objectives, & Measures	Zandra Relaford	Prior to Meeting

Agenda item:	Determine Monthly Meeting Dates	Presenter:	Renee Fleming Mills
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Discussion: Set Next Two Meeting Dates

The Committee discussed and agreed upon the next two meeting dates.

Conclusions: May 24, 2007, from 1 p.m. to 3 p.m. (after Strategic Planning Meeting)
June 28, 2007, 1 p.m. to 3 p.m. (after Strategic Planning Meeting)

Action items	Person responsible	Deadline
✓ Determine Meeting Location (same as Strategic Planning)	Renee Fleming Mills	Prior to Meeting